



Michigan Supreme Court

State Court Administrative Office

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MEMORANDUM

DATE: September 20, 2006

TO: Circuit and District Court Judges
cc: Circuit Court Administrators
District Court Administrators/Clerks
County Clerks
System Providers
SCAO Regional Administrators
SCAO Trial Court Services Analysts

FROM: Carl L. Gromek

RE: Delay in Criminal Proceedings Report – Modifications for 2007

The Supreme Court issued an order on September 12, 2006, modifying the requirements provided in MCR 8.110(C)(5) for the Delay in Criminal Proceedings Report. In short, the amendments require the report to be submitted quarterly instead of monthly, and to include cases aged beyond the 100 percent guidelines instead of the 98 percent guidelines. In addition, the report will not include the reasons for delay.

Courts will submit these reports electronically through the Michigan Court Application Portal (MCAP) beginning with the second quarterly report of 2007. These will be due July 7, 2007. Your staff can either manually enter the information into the MCAP application or upload an electronic file containing the required information. Instructions for uploading files and the reporting formats are attached.

For the third quarter of 2006, fourth quarter of 2006, and first quarter of 2007, courts should continue to use the reporting instructions detailed in my December 16, 2005, memorandum to you.

If you have any questions about these reports, please contact your regional administrator.

Attachments

CIRCUIT COURT - DELAY IN CRIMINAL PROCEEDINGS Complete Reports 1 and 2 quarterly and transmit no later than 7 days following the end of the reporting period.	Quarter	Year	Court no.	County or Location
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Each judge of a court shall report his/her case data individually by bar number. When cases from a judge's caseload are assigned to a judge of another court by the State Court Administrative Office, the court must still report them; however, it is at the court's discretion whether they report assigned cases under the bar number of the original judge or under the bar number of the assigned judge. Do not report them under both. For any case that is reassigned internally, the court must report the case under the bar number of the judge to whom it is assigned at the time the case is disposed, or under the bar number of the judge to whom it is assigned if the case remains pending at the end of the reporting period. Measurement begins on the date of entry of the order binding the defendant over to circuit court and is completed when disposition (as defined in Part 2, Section B of Circuit Court Caseload) occurs. Time is subtracted as described in Part 4, Circuit Court Caseload (page 41).

Report 1: Delay in Criminal Proceedings - Disposed Cases ☐ None to Report

The following information must be reported quarterly by assigned judge. For each case disposed after 301 days, provide the case number, case-type code, and exact age of the case in days at time of disposition. A screen will be provided on the Delay in Criminal Proceedings System (DCPS) to enter the following information. If the court has no cases to report, indicate that fact by checking the box "None to Report."

Case Number	Case Type (AX, FC, FH, FJ)	Case Age

Report 2: Delay in Criminal Proceedings - Pending Cases ☐ None to Report

The following information must be reported quarterly by assigned judge. For each case pending with an age more than 301 days, provide the case number, case-type code, defendant's name, exact age of the pending case in days, and next scheduled action date. A screen will be provided on the Delay in Criminal Proceedings System (DCPS) to enter each case as follows. If the court has no cases to report, indicate that fact by checking the box "None to Report." If you are uploading this information to CRS, the defendant's name is required.

Case Number	Case Type (AX, FC, FH, FJ)	Defendant's Name (optional)	Case Age	Next Action Date

File Format for the Submission of Electronic Delay in Circuit Criminal Proceedings System

1 Introduction

This document describes the record layout for submitting data electronically to the Delay in Criminal Proceedings system (DCP). Data submitted will be imported into an Oracle database, and that data will then be used for generating reports. Courts with a caseload management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for the DCP to understand the data and store it properly.

1.1 Submission Mechanism

The DCP includes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet or the Supreme Court intranet. The user attempting to submit the data file will sign on to the application using a web browser. The user will enter a drive, path, and filename to select the file to be submitted, and the application will transfer the file to a JIS-based server. The submission will be recorded in a database, and the file will be processed. The user will then be able to view the number of records successfully inserted and updated, as well as the number of errors along with the line numbers on which they occurred.

2 Electronic Data File Format

2.1 General Format

All data submitted electronically shall be in ASCII format, enclosed in quotes, and comma delimited; i.e., "xxxxxx", "xxxxxx", and so on. An empty field (") is considered null. Each record in the file will represent a single data value. A record is a series of ASCII characters terminated with a carriage return-linefeed character. The elements of each record will identify which data value it represents, so that the court type (Circuit) and the quarter, year, county, court code, as well as the report number, bar number, case number, and case type will refer to a single field in combination with each of the following: case age, defendant's name, and next action date. This record layout will require data to be written out redundantly, but allows each record to be dealt with independent of any other record in the file.

2.2 Record Format

The format shall be as follows:

"TYPE","QTR","YEAR","COURT","COUNTY","REPORT#","BAR#","CASE#","CASETYPE","CASEAGE","DEFENDANT","NEXTACTION"

2.2.1 Field Definitions

"TYPE"	= Court type: "C" (Circuit)
"QTR"	= Report quarter "1", "2", "3", or "4"
"YEAR"	= Report year "2006", "2007", etc.
"COURT"	= Court number as defined in the File Format for the Caseload Reporting System

"COUNTY"	= County name that, along with the court number, identifies a specific court jurisdiction
"REPORT#"	= "1" for disposed cases or "2" for pending cases
"BAR NUMBER"	= "P" followed by the judge's 5 (or 6) digit bar number
"CASE#"	= Court-assigned case number
"CASETYPE"	= Two letter case type
"CASEAGE"	= Age of the case in days
"DEFENDANT"	= Defendant's last name, may be null for disposed cases
"NEXTACTION"	= Next action date (yyyy-mm-dd), must be null for disposed cases

Examples: "C","1","2006","C03","Wayne","2","P12345","200612345","FC","Jones","2007-03-12"

This format provides flexibility when submitting the data so that there are no expectations about groups of records; each one is considered independently. This approach duplicates what might be considered header information on every detail line.

2.2.2 Field Names, Attributes, and Length:

<u>Field Name</u>	<u>Attributes</u>	<u>Max Length</u>
TYPE	Alphabetic	1
QTR	Numeric	1
YEAR	Numeric	4
COURT	Alphabetic, Numeric	5
COUNTY	Alphabetic	25
REPORT#	Numeric	1
BAR#	Alphabetic, Numeric	7
CASE#	Alphabetic, Numeric	14
CASETYPE	Alphabetic	2
CASEAGE	Numeric	4
DEFENDANT	Alphabetic	25
NEXTACTION	Date	10

2.2.3 Submission of Files

The electronic files may be submitted repeatedly in order to correct or complete the data, as such subsequent submissions will overwrite the existing values in the database for that court, quarter, year, judge, case number, and case type. If a required field in the submitted file has a null value ("") it will produce an error, and the existing value in the database, if any, will remain. Similarly, a file submitted with a next action date for a disposed case will produce an error.

2.2.4 Court Codes and Counties

Use the table of court codes and their corresponding counties from the File Format for the Caseload Reporting System.

DISTRICT COURT - DELAY IN CRIMINAL PROCEEDINGS Complete Reports 1 and 2 quarterly and transmit no later than 7 days following the end of the reporting period.	Quarter	Year	Court no.	County or Location

Case data shall be reported individually by bar number (judge, magistrate, and generic). When cases from a judge's caseload are assigned to a judge of another court by the State Court Administrative Office, the court must still report them; however, it is at the court's discretion whether they report assigned cases under the bar number of the original judge or under the bar number of the assigned judge. Do not report them under both. For any case that is reassigned internally, the court must report the case under the bar number of the judge to whom it is assigned at the time the case is disposed, or under the bar number of the judge to whom it is assigned if the case remains pending at the end of the reporting period. Measurement begins on the date of first appearance on the complaint and warrant or citation and is completed when disposition (as defined in Part 2, Sections A and B, District Court Caseload) occurs. First appearance means arraignment date (meaning, the arraignment occurred) or an appearance by way of motion (such as a motion of nolle prosequi) that is followed by an order (whether that order is the result of a hearing or not). Time is subtracted as described in Part 4, District Court Caseload (page 17).

Report 1: Delay in Criminal Proceedings - Disposed Cases ☐ None to Report

The following information must be reported quarterly by assigned judge or magistrate or by generic bar number. For each case disposed after 126 days, provide the case number, case-type code, and exact age of the case in days at the time of disposition. Use the original case-type code to report FY, FT, and FD cases when all felony charges are reduced to misdemeanors or are otherwise disposed by the district court and only misdemeanor charges remain. A screen will be provided on the Delay in Criminal Proceedings System (DCPS) to enter the following information. If the court has no cases to report, indicate that fact by checking the box "None to Report."

Case Number	Case Type (FD, FT, FY, OD, OM, OT, SD, SM, ST)	Case Age

Report 2: Delay in Criminal Proceedings - Pending Cases ☐ None to Report

The following information must be reported quarterly by assigned judge or magistrate or by generic bar number. For each case pending with an age over 126 days, provide the case number, case-type code, defendant's name, exact age of the case in days, and next scheduled action date. Use the original case-type code to report FY, FT, and FD cases when all felony charges are reduced to misdemeanors or are otherwise disposed and only misdemeanor charges remain. A screen will be provided on the Delay in Criminal Proceedings System (DCPS) to enter the following information. If the court has no cases to report, indicate that fact by checking the box "None to Report." If you are uploading this information to DCPS, the defendant's name is required.

Case Number	Case Type (FD, FT, FY, OD, OM, OT, SD, SM, ST)	Defendant's Name (optional)	Case Age	Next Action Date

File Format for the Submission of Electronic Delay in District Criminal Proceedings System

1 Introduction

This document describes the record layout for submitting data electronically to the Delay in Criminal Proceedings system (DCP). Data submitted will be imported into an Oracle database, and that data will then be used for generating reports. Courts with a caseload management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for the DCP to understand the data and store it properly.

1.1 Submission Mechanism

The DCP includes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet or the Supreme Court intranet. The user attempting to submit the data file will sign on to the application using a web browser. The user will enter a drive, path, and filename to select the file to be submitted, and the application will transfer the file to a JIS-based server. The submission will be recorded in a database, and the file will be processed. The user will then be able to view the number of records successfully inserted and updated, as well as the number of errors along with the line numbers on which they occurred.

2 Electronic Data File Format

2.1 General Format

All data submitted electronically shall be in ASCII format, enclosed in quotes, and comma delimited; i.e., "xxxxxx", "xxxxxx", and so on. An empty field (") is considered null. Each record in the file will represent a single data value. A record is a series of ASCII characters terminated with a carriage return-linefeed character. The elements of each record will identify which data value it represents, so that the court type (District) and the quarter, year, county, court code, as well as the report number, bar number, case number, and case type will refer to a single field in combination with each of the following: case age, defendant's name, and next action date. This record layout will require data to be written out redundantly, but allows each record to be dealt with independent of any other record in the file.

2.2 Record Format

The format shall be as follows:

"TYPE","QTR","YEAR","COURT","COUNTY","REPORT#","BAR#","CASE#","CASETYPE","CASEAGE","DEFENDANT","NEXTACTION"

2.2.1 Field Definitions

"TYPE"	= Court type: "D" (District)
"QTR"	= Report quarter "1", "2", "3", or "4"
"YEAR"	= Report year "2006", "2007", etc.
"COURT"	= Court number as defined in the File Format for the Caseload Reporting System

"COUNTY"	= County name that, along with the court number, identifies a specific court jurisdiction
"REPORT#"	= "1" for disposed cases or "2" for pending cases
"BAR NUMBER"	= "P" followed by the judge's 5 (or 6) digit bar number
"CASE#"	= Court-assigned case number
"CASETYPE"	= Two letter case type
"CASEAGE"	= Age of the case in days
"DEFENDANT"	= Defendant's last name, may be null for disposed cases
"NEXTACTION"	= Next action date (yyyy-mm-dd), must be null for disposed cases

Examples: "D","1","2006","D16","Wayne","2","P12345","200612345","OD","Jones","2007-03-12"

This format provides flexibility when submitting the data so that there are no expectations about groups of records; each one is considered independently. This approach duplicates what might be considered header information on every detail line.

2.2.2 Field Names, Attributes, and Length:

<u>Field Name</u>	<u>Attributes</u>	<u>Max Length</u>
TYPE	Alphabetic	1
QTR	Numeric	1
YEAR	Numeric	4
COURT	Alphabetic, Numeric	5
COUNTY	Alphabetic	25
REPORT#	Numeric	1
BAR#	Alphabetic, Numeric	7
CASE#	Alphabetic, Numeric	14
CASETYPE	Alphabetic	2
CASEAGE	Numeric	4
DEFENDANT	Alphabetic	25
NEXTACTION	Date	10

2.2.3 Submission of Files

The electronic files may be submitted repeatedly in order to correct or complete the data, as such subsequent submissions will overwrite the existing values in the database for that court, quarter, year, judge, case number, and case type. If a required field in the submitted file has a null value ("") it will produce an error, and the existing value in the database, if any, will remain. Similarly, a file submitted with a next action date for a disposed case will produce an error.

2.2.4 Court Codes and Counties

Use the table of court codes and their corresponding counties from the File Format for the Caseload Reporting System.